

**State of Maryland
Department of Budget and Management
Office of Information Technology
Contracts and Project Management Division (DBM OIT CPMD)**

TASK ORDER AWARD PROCESS

PART 1: TORFP ORIGINATION

1. The Agency plans the project and determines the work requirements.
2. The Agency creates the Task Order Request for Proposals (TORFP) using the correct template (i.e., time and materials (T&M) or firm fixed price (FFP)).
3. The Agency obtains the required signatures on the Task Order Approval Checklist.
4. The Agency submits the TORFP, completed Task Order Approval Checklist, and Contract Management Plan (Draft) to the DBM OIT CPMD via email (pmo@dbm.state.md.us) or fax (410-974-5615). The original Task Order Approval Checklist is mailed to the DBM OIT CPMD.
5. The Agency initiates the requisition through ADPICS.

PART 2: TORFP SOLICITATION

1. The DBM OIT CPMD reviews the TORFP, Task Order Approval Checklist, and Contract Management Plan (Draft).
2. If questions are identified, the DBM OIT CPMD returns the TORFP, Task Order Approval Checklist, and Contract Management Plan (Draft) to provide an opportunity for the Agency to address the comments.
3. After all questions are resolved, the DBM OIT CPMD releases the approved TORFP to the vendors in the functional area(s) and monitors the solicitation process.
4. The DBM OIT CPMD approves the Agency's requisition back to the Agency via ADPICS.
5. The DBM OIT CPMD coordinates all communication with the vendors during the solicitation process regarding pre-proposal conferences, questions and answers, scheduling of Orals, and requests for Best and Final Offers (BAFOs).
6. Vendors within the identified functional area(s) covered by the TORFP, e.g., TSP Software Engineering, send an electronic copy of their Technical and Financial Proposals on the date and time indicated in the TORFP to the DBM OIT CPMD.
7. The DBM OIT CPMD receives and forwards all proposals to the Agency.
8. The Agency reviews the proposals, completes the Award Checklist, and selects a vendor.

PART 3: TASK ORDER AWARD

1. The Agency obtains the required signatures on the Task Order Approval Checklist.
 2. The Agency forwards the award selection package to the DBM OIT CPMD which includes the following documents:
 - TORFP
 - Original Signed Task Order Checklist
 - Award Checklist
 - Vendor's Proposal (Technical Proposal, Financial Proposal, BAFO, Responses to Written Questions, and any other documentation)
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TASK ORDER AWARD PROCESS

- Contract Management Plan (Final)
 - Project Management Plan (Draft)
3. The DBM OIT CPMD reviews the award package and ensures that any questions are resolved prior to award.
 4. The DBM OIT CPMD notifies the Agency of a successful Task Order award.
 5. The DBM OIT CPMD notifies the selected vendor to work with the Agency to execute the Task Order Agreement (TOA).
 6. The DBM OIT CPMD notifies all vendors in the functional area(s) covered by the TORFP of the Task Order award.
 7. The Agency and the vendor sign the TOA.
 8. To complete the award in ADPICS, the Agency does the following:
 - Deletes the commodity code(s) on the original requisition.
 - Adds the DBM Statewide Blanket Purchase Order for the selected vendor.
 - Selects the commodity code(s) from the BPO.
 - Approves the document to the DBM OIT CPMD for final processing and posting.
 9. The Agency forwards the original signed TOA to the DBM OIT CPMD.
 10. The DBM OIT CPMD reviews the TOA.
 11. The DBM OIT CPMD posts the Agency's requisition.
 12. The DBM OIT CPMD posts a DBM Purchase Order that is mailed to the selected vendor.

*Note: When the DBM OIT CPMD posts the Agency's requisition and creates a "050" purchase order, the Agency agrees to make all payments through voucher processing referencing the DBM purchase order. Direct vouchers or R*STARS journal entries are not allowed for the task order.*
 13. The DBM OIT CPMD issues a Notice to Proceed (NTP) to the successful vendor, which includes the effective date for the task order.